Address Changes

Introduction

To modify an employee address in EHRP, enter a personnel action (NOA 999-5). The address change is made on the **Personal Data** page, with the **Address Information** hyperlink.

Navigational Path

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing

Or

Access the item using the Worklist.

Navigational Tips

- The 🔍 icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The 📅 icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

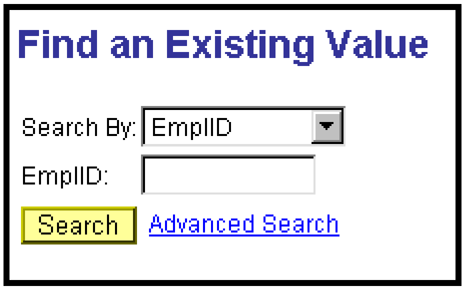
Procedure

The following steps detail the procedure for making changes to an employee's address.

1 Follow the navigational path:

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing

The **Find an Existing Value** page appears.



Find an Existing Value

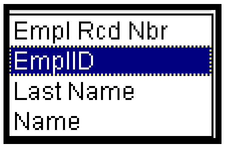
Search By: EmplID

EmplID:

Search
Advanced Search

2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

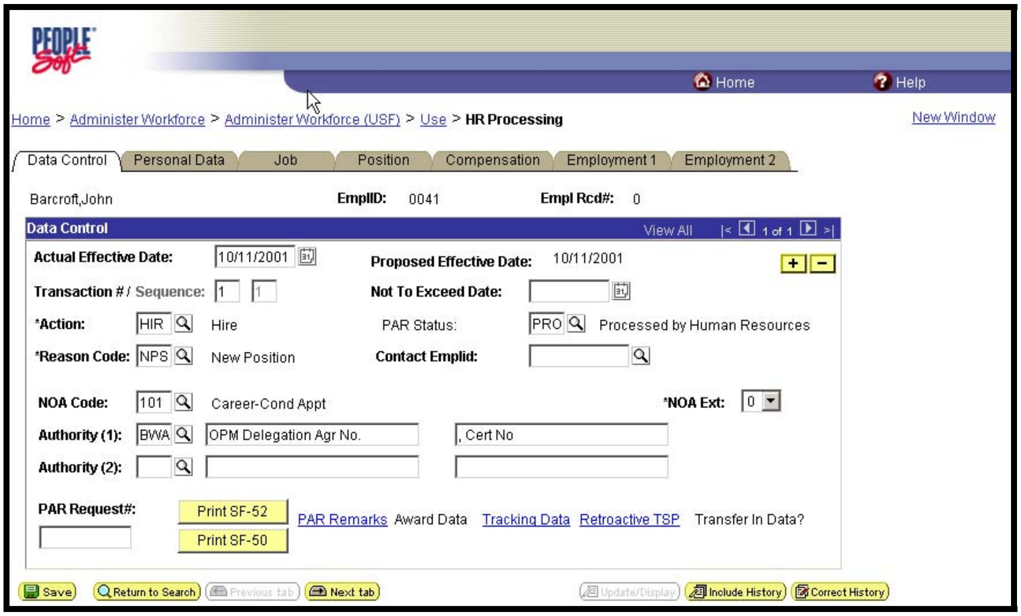

Empl Rcd Nbr
EmplID
Last Name
Name

3 Enter the appropriate variable in the next field. (for example, Last Name)

4 Click Search.

5 Select the appropriate employee.

The following **Data Control** page appears:


PEOPLE Soft
Home
Help
New Window
Data Control
Personal Data
Job
Position
Compensation
Employment 1
Employment 2
View All
1 of 1
+
−
Print SF-52
Print SF-50
PAR Remarks
Award Data
Tracking Data
Retroactive TSP
Transfer In Data?
Save
Return to Search
Previous tab
Next tab
Update/Display
Include History
Correct History

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Barcroft,John EmplID: 0041 Empl Rcd#: 0

Data Control

Actual Effective Date: 10/11/2001

Proposed Effective Date: 10/11/2001

Transaction # / Sequence: 1 1

Not To Exceed Date:

*Action: HIR Hire

PAR Status: PRO Processed by Human Resources

*Reason Code: NPS New Position

Contact Emplid:

NOA Code: 101 Career-Cond Appt

*NOA Ext: 0

Authority (1): BWA OPM Delegation Agr No. , Cert No

Authority (2):

PAR Request#:

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

6 Click the + in the **Data Control** box to insert another row into the employee's record.

7 Enter the **Actual Effective Date** of the address change.

8 Enter "DTA" (Data Change) in the **Action** field.

9 Enter the applicable reason in the **Reason** field.

10 Enter the **NOA Code** of "999" (Home Address Change).

11 Select the appropriate **NOA Ext** (extension) from the dropdown menu.

12 Click the **Tracking Data** hyperlink.

Job Tracking Info

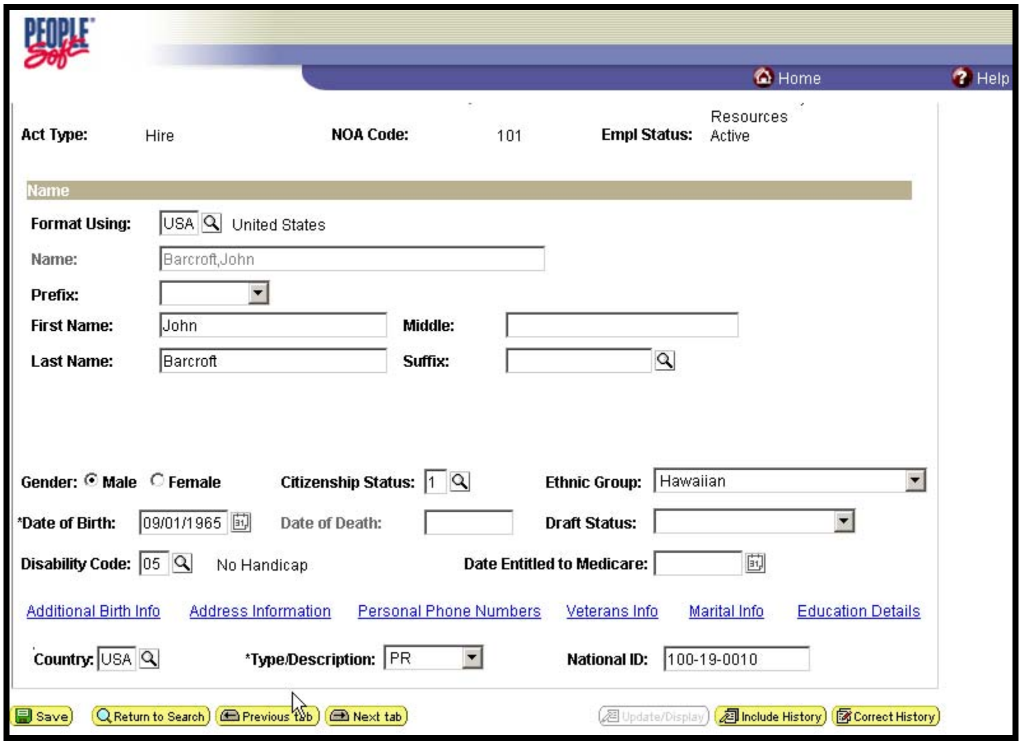
The **Job Tracking Info** page is to be used only for entering and reviewing comments. Only the **Comment** field should be used. Notes made by your colleagues in relation to this particular action may be read and entered on this page.

Procedure (cont'd)

13 Click OK to return to the **Data Control** page.

14 Click the **Personal Data** tab.

The following page appears:


Home
Help
Additional Birth Info
Address Information
Personal Phone Numbers
Veterans Info
Marital Info
Education Details
Save
Return to Search
Previous tab
Next tab
Update/Display
Include History
Correct History

Act Type: Hire **NOA Code:** 101 **Empl Status:** Resources Active

Name

Format Using: USA United States

Name: Barcroft,John

Prefix:

First Name: John **Middle:**

Last Name: Barcroft **Suffix:**

Gender: ● Male ○ Female **Citizenship Status:** 1 **Ethnic Group:** Hawaiian

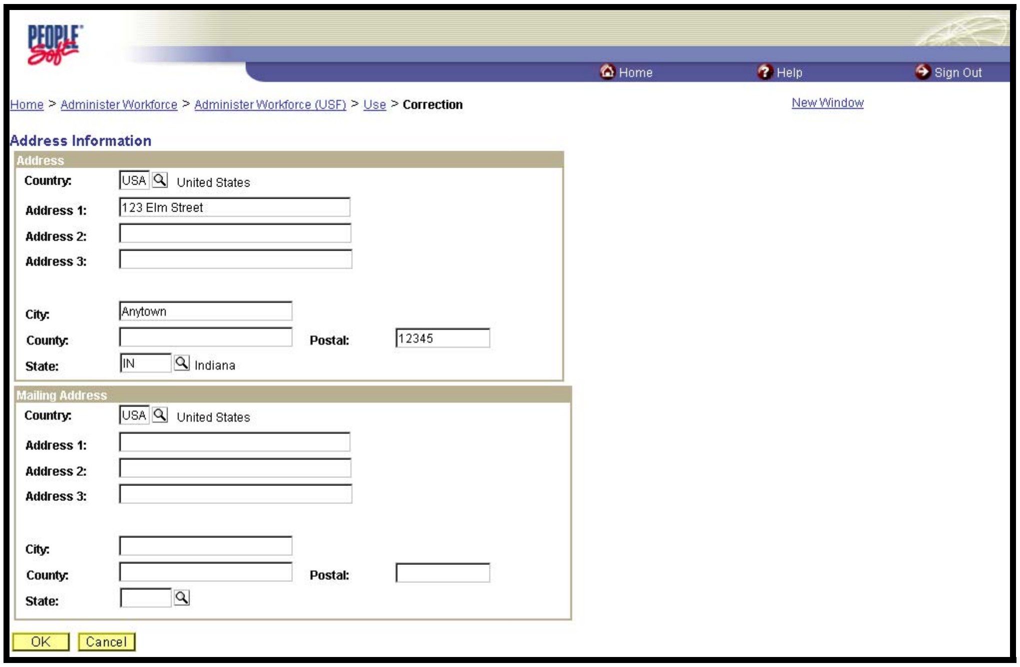
***Date of Birth:** 09/01/1965 **Date of Death:** **Draft Status:**

Disability Code: 05 No Handicap **Date Entitled to Medicare:**

Country: USA ***Type/Description:** PR **National ID:** 100-19-0010

15 Click on the **Address Information** hyperlink at the bottom of the page.

The **Address Information** sub-page appears:


Home
Help
Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use > Correction
New Window
OK
Cancel

Address Information

Address

Country: USA United States

Address 1: 123 Elm Street

Address 2:

Address 3:

City: Anytown

County: **Postal:** 12345

State: IN Indiana

Mailing Address

Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County: **Postal:**

State:

16 Delete the old address data.

17 Enter the new address in the **Address 1** field.

NOTE: You are restricted to 25 characters in the ***Address 1*** *field.*

18 Enter the new **City**.

19 Enter the new **Postal** (ZIP) code.

20 Enter the new **State.**

21 Click OK.

22 Change the **PAR Status** according to your role.

23 Click Save.

NOTE: The mailing adress is for informational purposes only. It is not used for payroll.